

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY FOR PROCESSING WAIVER AND/OR REFUND OF FEES

Effective Date: 8/8/1995	Resolution
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In the spirit of treating requests for refunds and waivers of fees equitable, the following will apply:

- It is the Town's policy to recover costs of processing of applications through the fee schedule process. Complete waiver of fees is not to be expected. A request for waiver of fees must be based on extenuating circumstances. Refund of fees will be considered only on request and if the application is withdrawn. In no event will a refund be made without recovering of costs incurred by the Town prior to withdrawal.
- In the event a request for waiver or refund of fees is received, it will be forwarded to appropriate staff for calculation of staff and other costs expended on processing of the application and for recommendation on the request. The request should state all pertinent facts and information that the applicant feels justifies the request. The request along with the staff information and any other supporting details will be provided to the Town Manager for review and determination.
- The Town Manager will make a determination and in writing notify the applicant of the decision. If the decision is acceptable, a warrant for the appropriate amount will be prepared under the Town's warrant preparation schedule.
- In the event that the applicant is not satisfied with the Town Manager's decision, and subsequent discussions do not resolve the matter, the applicant has the right to appeal to the Town Council. The appeal will be in written form setting forth reasons for the request and be submitted to the Town Manager for inclusion on a Town Council agenda.

This policy will supersede the 1988 policy.